



## Voter Registration Assistant (VRA)

Complete this form in BLOCK letters and send it to your IEBC Constituency or Regional Office.

### I Vacancy Applied for

Vacancy/Post: Voter Registration Assistant (VRA)

### II Personal Details

Name of applicant: ..... Title: .....

(e.g. Prof/Dr/Mr/Mrs/Miss/Ms/Rev)

Date of Birth: .....  
(dd-mm-yyyy)

Gender: Male [ ] Female [ ]

Nationality: ..... ID/Passport No: .....

Postal Address: ..... Postal Code: ..... Town: .....

Home County: ..... Home Constituency: .....

Home Ward: .....

Telephone: ..... Mobile: ..... E-mail: .....

Alternative contact person: ..... Telephone: .....

### III Disability

Do you suffer from any impairment disability?

No [ ] Yes [ ]

If 'Yes', give details: .....

.....

.....

#### IV Academic/Professional/Technical Qualifications as per the advertisement

List your Academic/Professional/Technical qualifications

Academic/Professional/Technical Qualifications (Starting with the highest)	Grade/Class/GPA	Year obtained	Institution/College/University/School attended

#### V Other courses and training attended

List other courses you have attended in the last five (5) years

Course attended	Year attended	Institution


## VI Employment details

Give details of your employment history starting with current employment

Job title /Rank (start with current)	Organization / Company	Period (From -To)	Summary of Main duties /responsibilities

## VII CHARACTER

The IEBC is required by statute to facilitate appointment of persons of good character. The IEBC is therefore guided by the Constitution and other relevant laws in relation to Public Officers character and integrity.

Please read the following guidelines carefully before completing this section.

*It is essential that you answer all the following questions fully. You are required to declare all matters whether or not these have been declared in a previous application or to any other body. Please include comparable information for all jurisdictions relevant to you and your work. Where you have answered yes, please include any mitigating information you would like the IEBC to take into account when considering your application. If you are in any doubt please include all relevant information. This is a continuing responsibility throughout the process for any matter that may arise up to the point of appointment.*

1. Have you ever been convicted of or cautioned for any criminal offence or have any other proceedings pending against you

No ☐ Yes ☐

If yes, please give details of the case and any penalty for each offence:

*(The fact of an applicant declaring that he/she has been convicted of an offence will not necessarily debar him/her from employment in IEBC. Each case will be considered on its own merit having regard to the nature and the circumstances of the offence).*

2. Have you ever been dismissed or otherwise removed from employment or any Board, Council, Trustee or any other engagement?

No ☐ Yes ☐

If yes give details

3. (i) Have you at any time:

a) Been involved in a matter that would amount to a conflict of interest?

Yes [ ] No [ ]

b) Made a composition with your creditors?

No [ ] Yes [ ]

c) Been adjudged bankrupt?

No [ ] Yes [ ]

d) Been sued to judgment for any debt?

No [ ] Yes [ ]

If yes, please provide details including any issues relating to the adherence of any agreement made or details about any such proceedings pending.

Date (s)	Details
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ii. What is your loan exposure with financial institutions? Please give details

4. In relation to taxes or rates, have you ever had proceedings brought against you, or are any proceedings pending regarding:

a) Outstanding or late submissions; personal returns?

No [ ] Yes [ ]

If yes explain detail

b) Outstanding debts of personal tax or duties?

No [ ] Yes [ ]

c) Any on-going enquiries being made into your personal returns of tax or duties?

No [ ] Yes [ ]

If yes, please provide details including whether you have paid a penalty or made a composition in respect of failure to pay tax or duties or incurred any other default.

Date(s)                      Details

5. Are you up to date on payment of your loan with the Higher Education Loans Board (where applicable)?

No ☐ Yes ☐                      Not Applicable ☐

6. Have you ever had an action brought against you for professional malpractice and/or negligence, without the matter being dismissed, or are any such proceedings pending?

No ☐ Yes ☐

Date(s)                      Details

7. In respect of any matter involving you personally or under your supervision, please provide details of any findings made or allegations pending, of professional misconduct brought against you by;

- a. Your client/any member of the public
- b. Your Professional Body
- c. Any other lawful authority or body

Date(s)                      Details

8. Is there any additional information which should be brought to the attention of Independent Electoral and Boundaries Commission which might call into question your eligibility for the above post in IEBC?

No ☐ Yes ☐

Date(s)                      Details

9. Have you acquired ALL the relevant clearances as per the requirement on the advertisement?

No ☐ Yes ☐

Date(s)                      Details

## VIII PERSONAL REFERENCES

Give the names and addresses of three referees. They should be responsible persons who know you well, either in private life or in business: and one at least should be well acquainted with you in private life. The names of distinguished persons should not be given unless they really know you well and they have consented. The names of relatives or of those from whom you send testimonials should not be given; nor should the names of members of the Independent Electoral and Boundaries Commission.

1. Name.....  
Address .....  
Occupation.....  
Email.....  
Telephone.....  
Period during which he/she has known you.....
  
2. Name.....  
Address .....  
Occupation.....  
Email.....  
Telephone.....  
Period during which he/she has known you.....
  
3. Name.....  
Address .....  
Occupation.....  
Email.....  
Telephone.....  
Period during which he/she has known you.....

## IX DECLARATIONS

*(The fact of an applicant declaring interest in section 1(a) or 1(b) will not necessarily debar him/her from employment in IEBC. Each case will be considered on its own merit having regard to the nature of the relationship or affiliation as the case may be).*

### 1. Declaration of interest

- a) Are you related in any way to any member or staff of the Commission? If so, please give details below:
  
- b) Are you in any way affiliated to any political party as an official, activist or member? If so, please give details below:

### 2. Final declaration

I declare that:

- i. The information I have given on this form is true to the best of my knowledge and belief;
- ii. I have read and understood the "notes for candidates" at the end of this form and (if completing this form electronically), I certify that the 'typed' signature is intended to be my signature.
- iii. Any incorrect information may lead to disqualification/legal action.
- iv. If I am completing this form electronically, I certify that the 'typed' signature is intended to be my signature.

Names of applicant: .....

Signature of applicant (online signature):.....

Date: .....



## X NOTES FOR CANDIDATES

1. *Please make sure you have completed all sections of this document.*
2. *It is a serious offence to willfully give false information on this form.*
3. *Do not apply for any post unless you possess all the qualification given in the advertisement.*
4. *Completed application form should be sent to IEBC Constituency or Regional Office.*
5. *If you are invited to an interview, bring the originals of your testimonials and certificates with you, but make sure that they are returned to you before you leave.*
6. *Only Shortlisted Candidates will be contacted*
7. *Shortlisted candidates will be taken through a vetting process in line with Chapter Six (6) of the Constitution.*